

# PABLO QUINONEZ

3184 Queen Frederica Drive, Mississauga, ON, L4Y 3B1

(1-647) 787-9616

[pabloq@dal.ca](mailto:pabloq@dal.ca)

**Objective: Verschuren Centre Research Fellowship (Program Development & Delivery Expert)**

## HIGHLIGHT OF QUALIFICATIONS

- 5+ years of combined relevant experience in **Sustainability** and **Project Management**
- Completed Master Degree of **Resources and Environmental Management** and Master of Business Administration
- Demonstrated experience in development and implementation of **eco-efficiency programs**, awareness and **engagement materials** and **sustainability best practices** for the **oil and gas** industry
- Experienced in delivering of **informational/educational workshops** for all company levels, including the managerial and executive officer levels
- Practiced in **greenhouse gas inventory reporting** and sound knowledge of **carbon footprint programs**
- Proficient in **writing proposals** and grant applications for **CSR** and **eco-efficiency** projects
- Extensive knowledge on diverse **environmental management systems, standards, procedures and regulations**
- Dependable and quick learner with strong multi-tasking, planning, organizational and analytical skills

## AREAS OF EXPERTISE AND CORE COMPETENCES

- |                              |  |  |
|------------------------------|--|--|
| - <b>Project Management</b>  | - <b>Environmental Management</b>        | - <b>Corporate Social Responsibility</b> |
| - <b>Eco-Efficiency</b>      | - <b>Effective Communication</b>         | - <b>Sustainability best practices</b>   |
| - <b>Facility Assessment</b> | - <b>MS Office &amp; Project, ArcGIS</b> | - <b>Budget Preparation</b>              |
| - <b>Report Preparation</b>  | - <b>Research Work</b>                   | - <b>Training/Workshop Delivery</b>      |

## PROFESSIONAL EXPERIENCE

**Office and Administrative Manager** (*Reporting to the President*)

Since September, 2013

DIGITALFIRE COMPUTING INC. - Ontario

(*Innovative provider of IT services and products in the GTA and North America*)

- Optimized logistics and administrative internal procedures and standards
- Identified opportunities for introducing 'green' IT solutions to current and prospect customers
- Collaborated with the Ontario Electronic Stewardship to promote e-waste management among our clients

**Senior Project Manager and Research Coordinator** (*Reporting to the Director*)

2010 – 2013

ECO-EFFICIENCY CENTRE, DALHOUSIE UNIVERSITY - Nova Scotia

(*Leader entity in assisting industry to achieve sustainability through resource efficiency initiatives*)

- Planned and oversaw the development and implementation of eco-efficiency initiatives for the O&G industry
- Collaborated with Dalhousie's Office of Sustainability in the development of the University's greenhouse gas inventories and reports, and the utility management database
- Collaborated on drafting grant applications for government funds and project proposals for the O&G industry

**PROFESSIONAL EXPERIENCE (CON'T)****ACHIEVEMENTS**

- Developed and implemented a **CAD\$600K eco-efficiency and capacity building project** for a major Latin American oil & gas company, which included:
  - online sustainability engagement and training program for the company's employees and its supply chain
  - assessment of pilot transportation and production facilities and
  - development and delivery of informational/educational workshops for all company levels, including the managerial and executive officer levels

**Total Quality Management and IT Manager** *(Reporting to the CEO)*

2001– 2008

**LIC NV** – Curacao, Netherlands Antilles*(Largest manufacturer of dairy products, ice cream, juices and ice, serving the Dutch Caribbean market)*

- Administered the company's 150-user networking infrastructure, which included support, maintenance and troubleshooting of hardware and accounting, productivity and customized software solutions
- Coordinated design and implementation of Central Information System to entirely administer the documentation, processes and procedures of the company's 6 departments

**ACHIEVEMENTS**

- Negotiated acquisition of **SAP Business Suite** to enable company to manage entire operation and product development over this platform
- Planned the purchase and supervised the implementation of a **US\$120K state-of-the-art corporate networking infrastructure** that was designed to improve network and systems reliability, performance, security and storage
- Planned, designed and implemented the **networking infrastructure of the Miami (USA) branch** to guarantee seamless communication with the headquarters in Curacao

**Information Services Consultant** *(Reporting to Project Manager)*

1998 – 2001

**UNISYS CORPORATION** - Colombia*(Global information technology and consulting corporation)*

- Coordinated the technical support of the Checking Account module for a state-owned bank
- Collaborated on the auditing process to get ISO certification

**EDUCATION & TRAINING**

<b>Master of Resource &amp; Environmental Management</b>	Dalhousie University - Nova Scotia	2010
<b>Master of Business Administration</b>	Externado University - Colombia	2002
<b>Bachelor of Systems Engineering</b>	Autonoma University - Colombia	1997
<b>ArcGIS Desktop</b>	Dalhousie University – Nova Scotia	2009
<b>International Professional Development</b>	University of Nebraska - USA	2005
<b>Total Quality Management</b>	Externado University - Colombia	2000

**VOLUNTEER ACTIVITIES**

<b>Solid Waste Management Audits</b>	Dalhousie University's Office of Sustainability - Nova Scotia
<b>Urban Forestry Data Collection</b>	Dalhousie University's Office of Sustainability - Nova Scotia
<b>Resource Conservation Initiatives</b>	Amigu di Tera - Curacao

**REFERENCES AVAILABLE UPON REQUEST**